

Health & Aging Committee Meeting Minutes

June 18, 2015

COMMITTEE MEMBERS PRESENT: Bob Mott, Alan VanRaalte, Tom Kelly, Jackie Cody, Bill Freudenberg, Dr. Amy Slette (Health), Marge Saari, Joan Hauer (Aging), Ed Hammer (Aging), Nancy Brisse (Aging)

COMMITTEE MEMBERS ABSENT/EXCUSED: None

COMMITTEE MEMBERS ABSENT/UNEXCUSED: None

STAFF PRESENT: Carl Meyer, Corie Zelazoski, Dianne Jacobson, Dawn Johnson, Todd Troskey

OTHERS PRESENT:

Aging:

Meeting called to order by Chairperson Bob Mott at 9:00 AM at the Health & Aging Building, 100 W Keenan St.

The Chairperson noted that this meeting of the Health & Aging Committee had been properly posted in accordance with the Wisconsin Open Meeting Law.

Motion made by Cody, seconded by Hammer to approve today's agenda as presented. All ayes; motion carried.

Public comment/ communications: Jacobson relayed a message from Brian Nerdahl, President of Lakeland Retirement Foundation Board will not be attending today's meeting.

Donor Program: Jacobson gave the Donor program update. Jacobson presented the completed tree base for the donor tree. The lexan for the upper portion of the tree was delivered yesterday and will be cut as soon as possible. The installation of the donor tree will be on the wall between the Cedar and Tamarack rooms.
Discussion only, no action taken.

Transit Commission Updates and Trust Fund request: Jacobson presented a letter received via email from Forest County Corporation Counsel. The letter was a notice of 90-day withdrawal of Forest County from the Tri-County Transit Commission. The Forest County Commission on Aging first voted to recommend resigning from the Tri County Transit Commission. The following week, the full Forest County Board unanimously voted to resign from the Tri-County Transit Commission. Oneida and Vilas County will continue to move forward without Forest County with the Transit Commission. Chair Mott asked Jacobson to draft a letter for his signature to the Forest County Board of Supervisors asking for clarification of the reason(s) for withdrawal and to remind them of the additional transportation dollars Forest County will not

received to expand transportation for their citizens. The Transit Commission will be meeting tomorrow to discuss the impact of Forest County's resignation.

Jacobson requested \$ 4,000 from our 85.21 DOT Trust Fund to give to the Transit Commission for start-up expenses. We could request the money be paid back if so desired once the Commission is up and running. There is currently a balance of \$24,976.61 in the DOT Trust Fund.

Motion made by Hammer, seconded by Brisse to grant the Transit Commission's request for \$4,000.00 from the DOT Trust Fund with the contingency that it is to be paid back if needed. All ayes; motion carried.

Lakeland Senior Center:

Fire Update: Jacobson reported that we did receive a copy of the final fire report for insurance purposes. We have heard nothing yet from insurance coverage by Oneida County.

Funding Allocation: Jacobson distributed a document that showed the breakdown of the 2015 allocation from the Department on Aging to the Lakeland Senior Center. Discussion followed and consensus was that no further payments should be made to the Lakeland Retirement Foundation until they submit to the Commission on Aging a proper audit and Strategic Plan. Commission members did not feel comfortable investing any more public dollars until assurances are made and a plan is in place.

Van Repair Request: Lakeland Senior Center bus repair request from last month was denied related to the funding allocation concerns discussed in the previous agenda item. The Lakeland Center is pouring money into this van program and the program is in the red, as demonstrated in the history chart distributed last month. Jacobson reported that she is working with the current Interim Senior Center Manager to identify how many passengers would be affected if the Lakeland Senior Center van no longer operated. Jacobson said one alternative could be the local cab company receive a subsidy from the funding allocated to Lakeland so that passengers could receive a ride at the same price as with Lakeland. Jacobson will report on the progress of this option next month..

Motion made by Hammer, seconded by Cody to deny any further 2015 transportation funding to the Lakeland Senior Center as well as repairs to the van. Jacobson is directed to investigate the option of starting a voucher system with the cab company to serve those passengers currently using the Lakeland van. All ayes; motion carried.

Jacobson also noted that a private party called her and is interested in donating money to update the Hiawatha Mobile Home Park Club house's kitchen to then move the Oneida County Senior Meals from Holy Family Catholic Church. Hiawatha Mobile Home Park is the temporary offices of the Lakeland Senior Center. However, Hiawatha Mobile Home Park is in Vilas County, not Oneida. Commission recommended keeping the meals at Holy Family Catholic Church in Woodruff & Oneida County until another more permanent site can be found. Holy Family Catholic Church has agreed to keep the meals until at least September. Discussion only, no action taken.

Commission on Aging By-Laws: Jacobson presented the Commission on Aging By-Laws. Motion made by Brisse to except the by-laws as presented. After discussion by commission the copies of the by-laws were not the updated copy. Motion made by Brisse to withdraw the

motion to except the by-laws as presented, seconded by Mott and Saari. Tabled until next meeting.

Dining site closure proposal: Jacobson presented the dining site closure proposal. The Pier Willow dining site's attendance has been dropping dramatically this year. Pier Willow dining site has only been open 16 of the 28 days it has been scheduled to be open due to lack of participants. There needs to be a minimum of 10 diners at the meal site in order for it to be cost effective. The dining site was closed temporarily at the end of April until May 25, hoping that some of the summer residents would be back to boost the dining site's numbers. According to the "Manual of Policies, Procedures, and Technical Assistance for The Wisconsin Aging Network" "Section 8.4.27.4 Prior to permanently closing or reducing service at a dining center, written rationale for the closure, and written approval by the local commission on aging and the local advisory council, (Commission on Aging is the nutrition advisory council per by-laws) shall be provided to area agency for review and approval."

Motion made by Mott, seconded by Hauer to proceed with the closing of the Pier Willow Dining Site. All ayes; motion carried.

LTE positions for 2016: Jacobson presented information requested by Mott at the May COA meeting to see the potential fiscal impact of changing LTE Site Managers from \$9.19 to \$11.00 per hour. The dining site manager's wages have not been increased since the 2009 budget.

Motion made by Mott, seconded by Van Raalte to recommend to the Labor Relations/Employee Services Committee to increase the Oneida County Dining Site Managers from the current hourly wage of \$9.19 to \$11.00 for the 2016 budget. All ayes; motion carried.

Home Delivered Wait List Policy: Jacobson presented the home delivered wait list policy. Lakeland dining site currently has a wait list for the home delivered meals. The lack of volunteer drivers to deliver the meals causes the routes to be too long. The meals even with coolers with ice packs or hot packs cannot be kept at required temperatures. Currently there is only two routes of home delivered meals in the Lakeland area, Rhinelander currently has eight routes to maintain the proper temperatures on the meals and to get the meals to the participants in a timely manner.

Motion made by Van Raalte, seconded by Brisse and Saari to approve the home delivered wait list policy as stated in document as presented. All ayes; motion carried.

Governor's Budget/Legislative Update: Jacobson gave the Governor's budget/legislative update. The sweeping changes originally proposed were amended and ADRC's appear to have avoided major changes in the new budget. The Aging & ADRC Directors are working with the Department of Health Services for follow-up reviews designated in the budget. Discussion only, no action taken.

Closed Session: Topic : Employee Evaluation-Director: Jacobson handed out her goals for 2014.

Motion made by Mott, seconded by Brisse that committee feels that at this time they do not need to go into closed session. All ayes; motion carried.

Return to open session: Did not go into closed session, see above.

ADRC of the Northwoods Interim Regional Manager Update: Jacobson reported everything is going fine. Covering the extra hours for Jacobson and Piazza has not been a problem as of yet. Both attended the ADRC Regional Staff meeting last week on June 11. Discussion only, no action taken.

Monthly Reports: Staff and program reports: Jacobson presented the monthly reports. Discussion only, no action taken.

Vouchers, purchase orders and line item transfers: Jacobson presented the vouchers, purchase orders and line item transfers for approval.

Motion made by Cody, seconded by Saari to approve the vouchers and purchase orders as presented. All ayes, motion carried.

Motion made by Hammer, seconded by Cody to approve the line items as presented. All ayes, motion carried.

Agenda items next meeting: By-Laws, Lakeland Senior Center, Transit Commission, Donor program, Dining site closure, Governor's budget/ legislative update, Employee Evaluation, ADRC update, vouchers, purchase orders and line item transfers.

Public comment/communication: Social Services annual report and how it intertwines with Health & Aging is out.

Health & Aging:

Minutes of May 28, 2015 meeting: With minor amendments motion made by Cody seconded by Saari to approve he amended minutes of May 28, 2015. All ayes, motion carried.

Date/time/location of next meeting: Regular meeting scheduled for July 16, 2015 at 9:00 a.m. in the Health & Aging Building, 100 W Keenan Street. Board of Health will begin at 9:00 a.m. on the second floor with joint meeting of Health & Aging to follow. Commission on Aging will meet at approximately 10:00 a.m. on the first floor.

Health and Aging issues: Jacobson reported the work on the back entrance has been completed. Discussion only, no action taken.

Evaluate meeting time and department to start meetings: Tabled until next meeting.

Public comment/communication: None

Recess and move to second floor: Recessed: 10:23 a.m. to move upstairs to the Board of Health Conference room to reconvene for the Health part of the meeting.

Health:

Reconvene meeting: 10:30 a.m

The Chairperson noted that this meeting of the Health & Aging Committee had been properly posted in accordance with the Wisconsin Open Meeting Law.

Public comment/communications:

Bob Mott reported Pelican Lake Bar owner recognized outstanding work by Sanitarian checking.

Monthly Reports/ Updates:

- Environmental Health – Summary given by: Todd Troskey, Sanitarian
 - The annual license renewals have been mailed. The renewals were mailed with a survey of the Environmental Health Program (Todd had copy of survey for all members present). The survey results are being tallied. To date, the results have overall been very positive. The last line asks for additional comment.
 - Todd will share the final results of the survey when they are available.
- Communicable Disease – Summary given by: Carl Meyer
 - Reported: 3 campylobacteriosis, 3 chlamydia, 1 cryptosporidiosis, 3 ehrlichiosis/anaplasmosis, 2 hepatitis B, 1 hepatitis C, 4 Lyme disease, 1 metal poisoning, 1 pertussis
 - Confirmed: 3 campylobacteriosis, 3 chlamydia, 1 cryptosporidiosis, 3 ehrlichiosis/anaplasmosis, 3 Lyme disease
- Health Hazards – Summary given by: Carl Meyer
 - New cases: 1 housing
 - Existing cases: 2 mold, 2 air quality, 2 solid waste/garbage, 2 meth.
- Legislative Update – Summary given by: Carl Meyer
 - **Communicable disease funding initiative:** Joint Finance is finalizing the budget and public health portion is done. Communicable disease funding was not included in the budget, but garnered some nice exposure in an OpEd piece done in the Wisconsin State Journal and we were able to educate lawmakers and lay the foundation for future budget asks. Flat revenue numbers created an even more strained fiscal climate this budget.
 - **Intoxicated co-sleeping legislation:** Revised this bill due to some concerns voiced by members inquiring why public health is registered as neutral. After some discussion, we will remain neutral on this legislation with concerns. The authors of the bill worked to incorporate suggestions with the understanding that we would remain neutral on the bill. We were able to get amendments introduced that address comprehensive education needs and delay of implementation of felony penalties for a year. There are not enough votes currently for this bill to move out of committee.

Annual Report: Carl Meyer presented Annual Report. The annual report is divided up into the 10 essential public health services. Program coordinators within the health department have required guidelines on what needs to be included in the annual report which include primary and secondary data, trending data, evaluation and outcomes, political climate, etc. They provide the information to Carl who then puts the annual report together. All members will review annual report and bring suggestions to next meeting.

Program Generated Revenue Request Proposal: Carl Meyer presented the final proposal to request 5% of program generated revenue to be carried forward when surplus exists. Motion made by Jackie Cody, seconded by Alan VanRaalte to approve and forward request to the Administration Committee. All ayes; motion carried.

Vouchers, purchase orders and line item transfers: Motion made by Alan VanRaalte, seconded by Jackie Cody to approve the line item transfers. All ayes; motion carried. Motion made by

Alan VanRaalte, seconded by Jackie Cody to approve the vouchers and purchase orders. All ayes; motion carried.

Agenda items for next meeting: Credit Card, Program Generated Revenue Request, Board of Health Project Proposal, QI Project Results Report, Strategic Plan, Staffing Updates

Public Comment/communications: None

Adjournment: Motion made by Tom Kelly, seconded by Alan VanRaalte, to adjourn at 11:10 a.m. All ayes; motion carried.

Committee Chairman

Committee Secretary